

## **YELLOWSTONE COUNTY 4-H POLICY**

**This handbook expresses the policies and procedures for the Yellowstone County 4-H program. The following policies are in effect for all persons associated with the Yellowstone County 4-H program. The purpose of this policy statement is to ensure that the 4-H program is inclusive rather than exclusive.**

**4-H is the youth education program of the Montana State University Extension, cooperating with the U.S. Dept. of Agriculture and local county governments. The MSU County Extension Agent has the ultimate responsibility for the leadership of the 4-H program at the county level, and has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders. Clubs and leaders that refuse to follow state and/or county policies will be prohibited from operating under the name of 4-H name and emblem.**

### **MISSION STATEMENT**

**The mission of Montana 4-H is to educate youth and adults for living in a global and ever changing world by using the resources of the Land –Grant Universities and the U.S. Dept. of Agriculture.**

**Montana 4-H uses educational, learning-by-doing projects, club meetings, community service projects, events, and activities for young people and adults as they work toward attaining these five LIFE SKILLS:**

- **Fostering positive self- concept**
- **Learning decision-making and responsibility for choices**
- **Developing an inquiring mind**
- **Relating to self and others**
- **Acquiring a concern for communities- local and global.**

**The emblem of the 4-H program is a green four leaf clover with a white “H” In each leaf the four “H’s” stand for Head, Heart, Hands, and Health and represent The ways 4-H develops the five life skills. This four fold development is vital to every individual. All four of the “H’s” should be an important part of the goals youngsters identify as they participate in 4-H sponsored programs and individual and educational activities. Achieving these goals will result in helping youth develop as competent, caring, confident, connected, compassionate contributors of high ethical character.**

**If you are a 4-H member or volunteer, you are permitted to use the 4-H name and emblem once your program is chartered with the official 4-H charter and you have permission from the county agent.**

## **COUNCIL**

The primary purpose of the county council is to provide guidance and assistance to the county Extension staff in planning and conducting educational programs. In addition, the 4-H council advises the county Extension staff in the establishment of the county 4-H policies that are not in conflict with the State 4-H policy statement. County council is also the governing body of the Yellowstone County 4-H program and all the committees within the county 4-H program.

The Executive Committee will consist of the following members: President, Immediate Past President, Vice President, Secretary, Treasurer, (Assistant Treasurer), with at least one paid 4-H Staff member serving in an ex-officio position. Decisions will be made by a majority vote of those available.

The Vice President will become President, and the term will be for one year. The term of Secretary will be two years, elected in odd years. The term of Treasurer will be for two years with the first year being as Assistant Treasurer. The Assistant Treasurer will move to Treasurer for the second year, with a new Assistant Treasurer being elected that year. The immediate past Treasurer will serve as advisor to the Treasurer and Assistant. The Secretary and Treasurer's report must be given at each Council meeting.

The Yellowstone County 4-H Leaders' Council membership will consist of adult members of 4-H clubs located within Yellowstone County that have paid dues. Parent and member representation is encouraged. It is recommended that each club send a leader and junior leader to represent them. To vote or hold an office/chairmanship you must have registered and paid dues. In order to be a voting member of Council, dues must be paid, and your club must have been represented at least 4 council meetings starting October 2005. Each club will have TWO votes; one adult leader and one club member vote. At large leaders can vote if the four meeting policy is followed. NO proxy vote.

The Yellowstone County 4-H Leader's Council will meet in September, October, November, December, February, April, May, June and July. It will not meet in January, March and August.

There will be an annual review and preparation of IRS Form 990 of the Treasurer's book by January 1st.

## **COMMITTEE STRUCTURE**

The Leaders' Council will operate through a committee structure. All committees are required to provide the Council with an itemized budget by September 1 and report to the Leaders' Council.

## **POLICY PROCEDURE**

The Yellowstone County 4-H Policy is revised annually. A Policy Committee, consisting of representatives of the various project committees and other interested individuals, is named by the President of the Leaders' Council at the July Leader's Council meeting. Input from 4-H program participants should be directed to the Policy Committee prior to their annual policy review meeting. The Committee presents the final draft of the policy for approval at the October Council Meeting.

Updated policies will be given to 4-H "families" at the same time project materials are distributed. The Montana 4-H Policy supersedes the Yellowstone County Policy and must be followed by all 4-H members and leaders.

## **BUDGET POLICY**

Expenses that are a part of the Leaders' Council budget can be reimbursed by turning in receipts or invoices to the County Extension Office.

Expenses in excess or not included in a budget shall come before the council for approval.

- Each committee will provide an itemized budget to the Treasurer.
- Receipts or invoices are required for all expenses.
- Expense reports are available at the County Extension Office for all out of county trips.
- For out of county trips, meals will be reimbursed per receipt or at a maximum of: (16.00/day - \$4.00 breakfast- \$5.00 lunch - \$7.00 supper)

## **ORGANIZATION OF CLUBS**

Regularly organized clubs shall hold their organizational meeting during the fall of the year. The enrollment forms for members who are renewing membership are due in the Extension Office by December 15.

April 30 will be the deadline for project changes, drops or additions.

New 4-H Clubs can organize up to December 1st.

Renewal forms and dues need to be turned in by December 15. New members and leaders are accepted until April 30.

Dues are \$10.00 per leader. \$5.00 collected from each leader will go into the Yellowstone County Leaders' Council Treasury, and \$5.00 is forwarded to the Montana 4-H Leaders' Council. The leader dues must be paid in order to be a voting member of the 4-H Council or other County Committee.

Dues are \$18.00 for members and \$5.00 for Cloverbuds. \$5.00 collected from each member will go into the Yellowstone County Leader's Council Treasury and \$5.00 is forwarded to the Montana 4-H Foundation.

4-H member dues will be reassessed each year and shall be paid to the Yellowstone County 4-H Council. These dues will be used to purchase project materials and to support the Montana 4-H Foundation.

## **REGULAR 4-H CLUBS**

To be identified as a regular 4-H Club the following criteria will need to be fulfilled:

1. Five or more club members enrolled.
2. One or more local adult leaders.
3. Organized with club officers.
4. It is recommended that a written yearly program be submitted to the County Extension Office.
5. Conduct regular 4-H Club meetings.
6. Meetings are not to conflict with regularly scheduled Yellowstone County 4-H Council meetings.
7. Must participate in Family Fun Night (including set-up )
8. Must participate in Fruit Sales (see fundraising)

## **PROJECT CLUBS**

Project clubs may be organized according to state guidelines and must be approved by the County Extension Office.

A club may have their own individual policy. The policy cannot supersede any National, State or County Policy. If a member doesn't follow the club policy, they may be removed from the club. Members may join another club. Club policies should be turned into the Extension Office at the beginning of the 4-H year.

## **CLUB ACCOUNTS**

Club accounts should be set up using the 4-H tax free ID number. There should be more than one signature on the club accounts. One of the signatures should be the 4-H member who is serving as the club treasurer. The member should have the learning experience of doing the club treasurer's books. A treasurer's report showing the income and expenses for the month should be given at the meeting each month.

Each club will do an audit of the club accounts at the end of each 4-H year. The audit should be done by someone who isn't familiar with the club accounts. An accountant doesn't need to audit the books.

The club must complete and turn in their club audit form to the Extension Office to receive their project materials. Contact the Extension Office if your club needs assistance with the audit.

### **CLUBS SEPARATING**

Club money should never be given back to individuals. The decision about what to do with the funds should be a club decision.

First option - When a club splits (more than 50% of the members form a new club), the money in the club accounts should be equally divided between the two groups.

Second Option - All of the money in the club accounts is given away. Both clubs start from scratch. The money is donated either to the 4-H Council or the County 4-H Foundation.

### **MEMBERS**

Any boy or girl may enroll in a 4-H Club as a "full-fledged" member if they will reach their 9th birthday during the 4-H year. (October 1-September 30) If youth turn 19 years of age prior to the beginning of the program year (October 1), they are ineligible to re-enroll in 4-H unless they are still in high school.

NOTE: Cloverbuds is the only project in which youth ages 6-8 are to be enrolled.

A Junior Division 4-H member is any member that has not reached 14 years of age by October 1st of the current 4-H year.

A Senior Division 4-H member is any member that has reached 14 years of age not exceeding 19 years by October 1st of the current 4-H year. Individuals who reach age 14 prior to October are classified as a Senior Division 4-H member for the entire 4-H year (October 1 - September 30).

Youth who turn six years of age during the 4-H program year (October 1 - September 30) may join 4-H Cloverbuds. Cloverbuds may participate in County activities with the exception of State 4-H Congress and an overnight 4-H camp. Cloverbud members may participate in State activities and events if State conditions are met. Please refer to the Cloverbud policy for further information. Copies may be obtained from the Yellowstone County Extension Office.

### **MEMBER AT LARGE**

A boy or girl of eligible 4-H age (ages 9-19) can become a member at large in the county with approval of the 4-H Staff and Executive County Council, if circumstances prevent membership in a local 4-H Club.

All At Large 4-H members must participate in the Yellowstone County 4-H Council sponsored fund raising events if the member wishes to participate in county sponsored events. (see fundraising on page 6)

The list of At Large members will be reviewed annually at the September Council meeting.

### **LEADERS**

To be identified as a volunteer 4-H Leader in Yellowstone County, an individual must complete a 4-H Leader Enrollment Form. The signing of the enrollment form indicates the individual's agreement to accept the terms and conditions of the 4-H Policy Statement. In order to be a voting member of Council, dues must be paid. (See page two under Council)

## **JUNIOR LEADER ORGANIZATION**

Junior Leader Clubs are organized and recognized as such if they meet these basic criteria:

1. Clubs shall have a volunteer adult advisor or leader.
2. Clubs shall keep and maintain records and structure required of a regular 4-H Club.
3. A Junior Leader Club shall include 4-H members whose members are directed toward leadership within the comprehensive 4-H program.

Junior Leader members are recognized as such if they meet the following criteria:

1. You can be a Junior Leader when you turn 13.
2. The Junior Leader will have had one or more years of 4-H club work.
3. The Junior Leader will be a member of a regular 4-H Club. The term "regular" in this case denotes a club accepting members of mixed age groups, preferably younger members who can be helped by Junior Leaders.

## **JUNIOR LEADERSHIP**

There are three ways to be involved in Junior Leadership:

1. Teen Leader - any teen who wants to lead or help lead a 4-H project can fill out the section on their enrollment form as a teen leader. They do not have to pay additional leader dues if they have paid member dues. They will be recognized at the end of the year with a teen leader pin.
2. Enroll in the Junior Leadership project.
3. Be involved in the Yellowstone County 4-H Junior Leader Club - criteria for club participation is described in this policy under "Junior Leader Organization."

## **COUNTY AWARDS SELECTION**

1. All members who pay dues will be eligible for awards on the county level.
2. The County Awards Committee will be made up of representatives from each club wishing to participate in the County Awards Program. The County Awards Committee will decide procedure for selection of county awards.
3. Friend of 4-H Awards can be given to individuals or businesses who have supported 4-H. 4-H Alumni Awards will be given to individuals who are former 4-H members or leaders but are not currently enrolled. Outstanding Leader awards are given to those people chosen from club nominations.

## **THE MONTANA 4-H FOUNDATION**

Each year the Leaders' Council shall budget a donation for the Montana 4-H Foundation.

Individual 4-H Clubs, members and families are encouraged to support the Montana 4-H Foundation and the Yellowstone County 4-H Foundation.

## **MONTANANS FOR 4-H**

- 1) An application must be submitted by the deadline.
- 2) Any 4-H member going will be responsible for transportation and their own meals to and from Helena.
- 3) Each member going will need to report to Council, Foundation, write a report for the newsletter or report to a club on what they learned.

- 4) The number of members going will depend on the amount budgeted by the Foundation.
- 5) A medical release form will be signed by each member.

## **FUND RAISING**

All 4-H members must participate in the Yellowstone County 4-H Council Fruit Sale (sell two boxes per member) and Family Fun Night (set-up Friday night. Members must sell tickets, work the booth and/or participate in other necessary activities) fund raising events if the member wishes to participate in county sponsored events. (County sponsored events include: Achievement Day, 4-H Camp, Citizenship Interviews and trips, Congress, Showcase, Clothing Camp, Livestock Judging events, leader training and any other event funded by or through a committee or Council line item budget.)

Exemptions from the above stated must be approved by the Executive Committee of Leaders' Council and the 4-H Staff.

The 4-H Leaders' Council shall operate within a flexible budget based upon the county fund raising events. A proposed budget shall be submitted for approval at the September 4-H Council meeting.

Individual committees, within the Leaders' Council, wishing to raise funds for a specific purpose may only do so with the approval of the Leaders' Council.

Montana 4-H does not condone nor support 50/50 type fundraisers or raffles. These kinds of fund raisers are not to be conducted under the auspices of 4-H nor be associated with the 4-H name and emblem.

The purpose of conducting raffles other than 50/50 under the name of 4-H should be to support the educational programs of 4-H. Funds raised under the name of 4-H belong to 4-H and must be used only for the 4-H program and its participants. As a guideline, 4-H clubs should be conducting raffles only where a product is awarded to the winner, not cash. Products should be of good quality and represent the organization well.

## **ICE CREAM BOOTH**

It is mandatory that all 4-H clubs in Yellowstone County take an active part in working the Ice Cream Booth during the Fair. Failure to meet this responsibility may result in the club and/or individual members losing the right to participate in county 4-H Council sponsored events for the next year.

## **PETTING ZOO**

If the petting zoo is available to 4-H, any club or individual who volunteers to organize and oversee the petting zoo at the MontanaFair will be paid by the 4-H Council a specified amount. The 4-H Council will be responsible for all necessary expenses incurred by volunteers to assure the zoo is run properly (ex - food, cups, etc.). It is mandatory that all 4-H clubs in Yellowstone County take an active part in working the Zoo during the fair. Failure to meet this responsibility may result in the club and/or individual members losing the right to participate in county 4-H Council sponsored events for the next year.

## **DEADLINES**

Many of the 4-H activities and events require deadlines for registration in order to participate. The following guidelines will be followed:

1. Applicants with incomplete, inaccurate, etc entries will be phoned or mailed a letter so that the details can be worked out.
2. Applicants should complete or correct the application or entry form and return it immediately to the Extension Office.
3. If for some reason an individual knows they cannot make a county deadline they should do the following:
  - a. Call the Extension Office ahead of the deadline and notify the office that he/she

cannot make the deadline. The name and any other needed information will be taken over the phone. The individual will be required to complete and turn in an application the next working day by 9:00 A.M. to the Extension Office. You will be advised on how to complete the application or entry form on an individual basis.

- b. Many deadlines will include a postmark and a late fee. Check with your local postal service to see when your mail is postmarked.
4. A state established deadline cannot be changed by the County Extension Office. A late entry may result in disqualification.
5. All registration forms must be turned into the County Extension Office (Not Chairpersons or Leaders) by the deadline.

### **COUNTY COUNCIL/COUNTY FOUNDATION SUPPORTED TRIPS**

To be eligible to attend Yellowstone County Foundation or Council financially supported trips, such as State 4-H Congress, Citizenship Washington Focus, Helena Citizenship Seminar, Out of County Livestock Judging events, National 4-H Congress, Denver Stock Show, Rec Lab, Leader's Forum, Interstate Exchange, Ambassador Fall Training, etc., members must have been enrolled in 4-H the previous year. They must also have a completed Record Book from the previous year.

### **TRANSPORTATION**

4-H members transported in vehicles as a delegation must be recognized by the 4-H Staff and have a driver 21 years of age or older.

Written permission, with medical release signed by parent or guardian, is required for members to ride in vehicles traveling to state and certain county events (camp, tours, etc.)

For out-of-county trips, the 4-H members, parents or guardians, and the chaperon must be present at the trip orientation session. Exceptions must be approved by County 4-H Staff.

### **INSURANCE**

All members taking county sponsored trips must be insured by the 4-H Council.

Clubs are encouraged to insure their membership. Contact the County Extension Office for enrollment forms.

### **CHAPERONS**

There must be a chaperon from each gender represented in the county delegation. Exceptions for small delegations would be at the discretion of the 4-H Staff.

Chaperons must be at least 21 years of age.

Chaperons shall follow the code of conduct for 4-H events as recognized in the Montana 4-H Policy.

Adult chaperons driving a car to any 4-H state sponsored event approved by Yellowstone County Council will be paid map mileage using the most direct route plus reasonable in town mileage. For out of county trips, mileage will be reimbursed at thirty cents per mile, or the balance thirty cents per mile of any amount paid by the state. (Reviewed annually).

## **CITIZENSHIP TRIPS**

Interviews to select delegates and alternates to attend Citizenship trips will be held on a yearly basis. The Yellowstone County 4-H Leaders' Council will sponsor a 4-H member only once to the Montana Citizenship Seminar and the Washington D.C. Focus. (An exception for a returnee for the Montana Citizenship Seminar may be brought before the Leaders' Council.) It is recommended that members attend the Montana Citizenship Seminar before attending Washington Focus. It is not required. If Citizenship Seminar is canceled, the members chosen can attend the Montana Citizenship Seminar the next year.

Applicants must be 14 by October 1 of the current 4-H year to attend the Montana Helena Citizenship Seminar. Yellowstone County Council will fund up to five delegates per year if individuals are qualified and approved by the State 4-H Office.

Applicants must be 15 by October 1 of the current year and have completed two years of 4-H work to be eligible for Washington D.C. Focus.

The Yellowstone 4-H Council will pay for up to three delegates to Washington D.C. The Leaders' Council may elect to send fewer if applicants are not qualified. Any young person applying, who has interviewed and has been approved by the County 4-H Staff, can finance their own trip to the Washington D.C. Focus, providing it has also been approved by the State 4-H Office.

## **LIVESTOCK JUDGING**

4-H members interested in being chosen for the Junior and Senior judging teams for the following 4-H year will be contacted prior to the events available for them to attend. To be eligible for the county team members must participate in the judging contest at MontanaFair. The top four senior judging team members will attend 4-H Congress. Members attending congress need to attend at least one other livestock judging contest in addition to the Montana Fair.

In the event of a tie, reasons scores will be totaled. The member with the highest score will be selected for the team. At the most, you may qualify for two teams, unless the numbers don't allow for qualified people.

If circumstances prevent an individual from participating on a judging team, the team position will be filled by rotating to the alternate with the next highest score.

Yellowstone County Leader's Council will pay for the livestock judging event registration fee, and other expenses (meals, motel, mileage ) based on Council budget. Members may be asked to share costs of attending some of the contests.

The teams will be determined according to the placing received at the deciding event.

**MSU AG DAYS** - Juniors 5,6,7,8  
Seniors 9,10,11,12

**NILE** - Juniors 1,2,3,4  
Seniors 5,6,7,8

**KMON** - Juniors 9,10,11,12  
Seniors 13,14,15,16

**Congress** - Seniors 1,2,3,4



If we do not have enough Seniors to qualify for trips, we may send another Junior team to the KMON contest in Great Falls. If there are not enough Seniors to fill teams, open positions will be offered to Juniors, except for the Congress team.

## **COUNTY JACKET POLICY**

Individual Committees are:

- Horse and Colt Committee - Horse Judging Jackets
- Livestock Committee - Livestock Judging Jackets
- Department N Committee - Meats ID Jackets

Members chosen for Judging teams will have the opportunity to purchase jackets for their first time chosen. The County Agent will provide ordering information. Members chosen for teams will pay a cost to be determined by the Individual Committees. Committees will determine jacket and style.

Members will pay their cost to the County Agent upon ordering the jacket. Members receive their jacket upon departure of judging trip or contest. Chaperon will hand out jackets.

If members order jackets and are unable to attend the contest that they are chosen for, members forfeit the jacket and the member's cost of the jacket is not reimbursed.

Previous 4-H members to receive jackets, will pay the cost of additional years placed on jacket. If a member outgrows their jacket, they may replace the jacket at their own expense.

## **TAGGING**

All market animals must be ear tagged as stated in the Fair book. A maximum of two animals per species per member may be ear tagged.

## **HORSE**

Any horse show put on by a 4-H group, having events other than those directly in the 4-H program, are to be called a 4-H and Open Show rather than a 4-H Show.

The County Horse Judging Team for Congress will be the top four individuals at the County Contest.

## **CAMP**

Any first year regular member of 4-H may go to camp. Cloverbud members may not attend 4-H Camp. Campers can be 13 and no older than 14 by the first day of camp.

Members must be 13 or older by the first day of camp to be a CIT (Counselor in Training).

Members must be 14 or older by the first day of camp to be a counselor.

A limit of 100 campers will be set for the regular 4-H Camp. When more than 100 applications are received, all names received beyond the 100 will be taken on a first come, first served basis to fill any vacancies that occur.

## **MONTANA 4-H CONGRESS**

4-H members 14 years old by October 1 of the current 4-H year are eligible to attend 4-H Congress.

All members interested in attending 4-H Congress can qualify through winning a county contest, being a county ambassador or by nomination from a Leader. A written nomination by a 4-H Leader is due at the May 4-H Council Meeting. Members are chosen to attend based on the nomination and an interview conducted by the Council Executive Committee.

Selection of 4-H Congress delegates will be based upon the applications, results of county contests (blue ribbon demonstrations, blue ribbon public speaking, first place senior show case, quilt winner, top four competitors in Horse Judging, top four competitors in Livestock Judging, top four competitors in Meats ID), records, interviews, and any state requirements.

Members attending 4-H Congress may participate in only one competitive event. (Showcase, Quilts, Parliamentary Procedure, Horse Skillathon, Demonstrations, Public Speaking, Stir-ups, Meats Judging, Livestock Judging, Horse Judging, etc.)

## **COMMUNICATION CONTEST DAY**

Any senior 4-H member unable to attend Communication Day due to other state 4-H commitments or an emergency, can do his or her Speech and/or Demonstration at the Council Meeting in the month following the contest. Members must turn in their application on time. The County Extension Agent will approve the excuses on an individual basis.

If a participant doesn't contact the chairman or the County Agent one week prior to the event to cancel, it will count as three scratches on their fair entry. If you have four scratches on your fair entry form, you may lose your premium money.

## **SUB COMMITTEE GUIDELINES**

Several sub committees of the Yellowstone County 4-H program have put together guidelines outlining suggested requirements pertaining to that specific area. These guidelines are subject to change, but must be voted on by Leaders Council. Please ask at the Extension office for copies of these guidelines.

Some areas that this may affect are: Cat, Exchange, Ambassadors, Dog, Grievance, Horse, Chaperones, Foods Festival, Showcase, Small Animal, Livestock, Dept. N, ice cream booth, petting zoo and others.

## **SUPERINTENDENTS**

Superintendents and division chairmen are an important part of the county 4-H program. Policy permits superintendents and or division chairmen to request from the county agent a special rule or guideline for their department, to make it run more smoothly and or efficiently.